



Collections Applied Report



Agency Benefit Coordinator
Virtual Training

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Reporting

This report shows all the monthly deductions/refunds for insurance coverage of each employee at an agency.



☐ When running manually, if the date you enter in the report's prompt is in the future, it will be called "Premiums Due Report".

☐ When running manually, if the date you enter in the report's prompt is in the past, it will be called "Collections Applied Report".



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Collections Applied vs. Premiums Due Reports

Collections Applied Report

- ❑ The collections applied report is your confirmed bill. It shows what Benefits Administration (BA) will deduct from your Agency's account on the 15th of the month.



Premiums Due Report

- ❑ The premiums due report is your anticipated bill. The Premiums Due report is an estimate.



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How to Run a Collections Applied Report Manual vs Automatic

There are two ways to run your collections applied report every month:

- ❑ Automatically- Is delivered to you in the form of an email monthly.
Note: This must be set up in Edison.
- ❑ Manually- Can be run at anytime of the month.

Note: Instructions are available on the Partners for Health website.

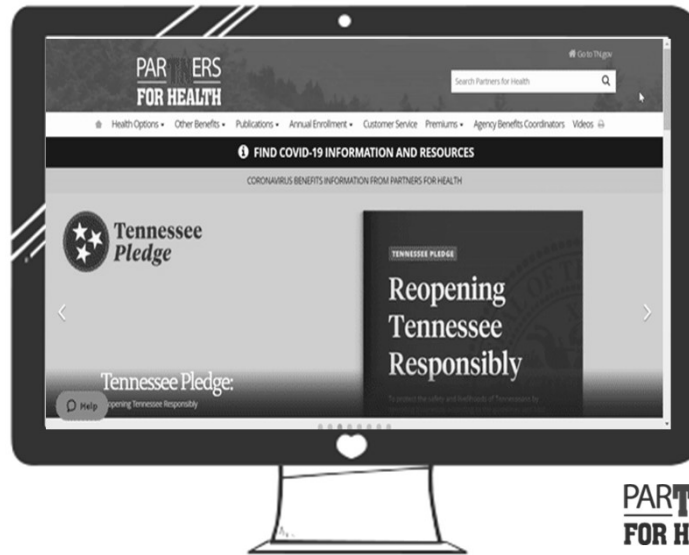


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Where to Find Instructions to Set up Automatic Report?

1. www.tn.gov/partnersforhealth
2. Click on "Agency Benefit Coordinator" tab.
3. Click on "Edison Information".
4. Click on "How to Automatically Receive Collections Applied Report by Email".

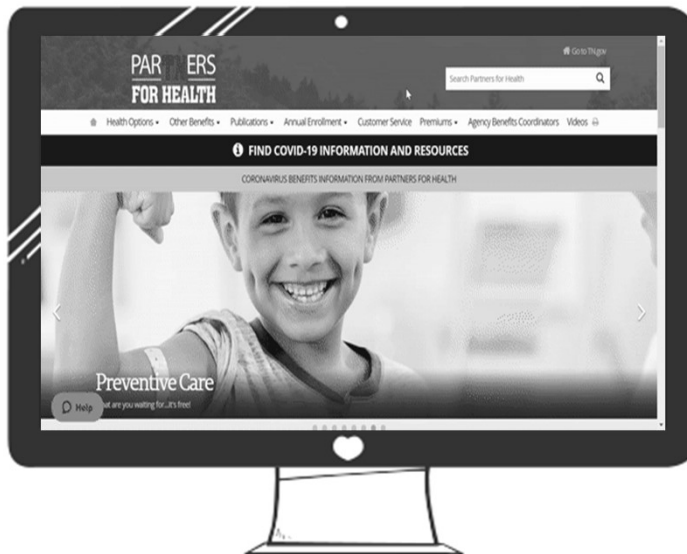


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Where to Find Instructions to Run Report Manually?

1. www.tn.gov/partnersforhealth
2. Click on "Agency Benefit Coordinator" tab.
3. Click on "Zendesk Tab".
4. Click on "Zendesk Website."
5. Type in search bar "How Do I Run a Collections Applied Report?"



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